

# WELLS PUBLIC LIBRARY

## Application for Library Room Use

Please read the attached Library Room Use Policy before completing this form.

Request (Check One)	Room	Maximum Occupancy	Rate
	Community Program Room	86	\$50/Hour
	Meeting Room	14	\$25/Hour

Room Use Cost (Rate*Hours )	\$
Deposit (50% of Room Use Cost)	\$
Security Deposit (50% of Room Use Cost)	\$
Total	\$

Name of Organization: \_\_\_\_\_

Is your organization Philanthropic, Civic, Educational, Charitable, or a Non-Profit? YES NO

Is your organization for-profit? (If yes, please see section E6 of the Room Use Agreement)? YES NO

Designated User: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Alcohol: (Circle One) YES NO      Do You Require a Police Officer: (Circle One) YES NO  
 To determine if you need a Police Officer, please see section D5 of the Room Agreement

Date of Event: \_\_\_\_\_ Time of Event: Start \_\_\_\_\_ End \_\_\_\_\_

Purpose of Meeting/Event- \_\_\_\_\_

Expected Attendance (Note: Please See Occupancy Limits Above): \_\_\_\_\_

Will you need to use library technology? (Circle One) YES NO

Will refreshments be served? (Circle One) YES NO

Will you need access to tables and chairs? (Circle One) YES NO

Terms and Conditions:

- 1.) Signed Room Use Policy must accompany this form.
- 2.) Payment must be included with application. Payment may be made via cash, check or credit card at the Wells Public Library (1434 Post Road, Wells, ME 04090). Checks to be made out to "Town of Wells".

Staff Use Only

Amount Paid:	Security Deposit:	Date:	Cash/Check/CC:	Staff Initials:

## ***Priorities***

In general, the Library allows groups to reserve meeting rooms on a first-come, first-served basis, or (in case of conflict) according to the following order of priority: 1. Library programs and meetings. 2. Local government meetings/programs, 3. Meetings or programs of non-profit educational, cultural, civic or social organizations. 4. Meetings for the general public.

## ***Description of Meeting Spaces***

### **Meeting Room**

The meeting room has a table, chairs, computer, Wi-Fi, Blu-Ray, and a maximum capacity of 14 people.

### **Community Program Room**

The program room has capacity of 80 chairs, coat racks, podium with microphone, projector, Blu-Ray/DVD player, TV, Wi-Fi, and a document scanner. There is also a kitchenette available.

#### **Please Note:**

- The Library staff is not responsible for the supervision of children while adults are attending meetings or events. A copy of the Library's Unattended Child Policy is available upon request.
- Room users must provide all their own supplies including easel stands, paper products, markers, paper goods, etc.
- Simple refreshments including coffee, doughnuts, box or sack lunches, may be served.
- Smoking is not allowed on Library property.
- The applicant must confine the organization's activities to the assigned area and it may not be used for day-care or babysitting purposes.
- Groups are advised to orient their members to exit routes available in case of an emergency. Groups are required to follow posted procedures, follow staff instructions, and evacuate the building during emergencies and emergency drills.
- All exits must be kept unlocked and unblocked, at all times. Groups are responsible for restoring the function site to its original condition. All chairs, tables, chair cushions and other items must be placed in their original positions. At the discretion of the Library Director, the individual or group will be charged for any damages made to the Library facility including furnishings, equipment, carpeting etc. during their use of it. This includes, but is not limited to, the cost of any special cleaning required after an individual or group's use of a meeting room.
- Groups are expected to be in and out of the designated room in the time allotted for their event.
- The Library will not be responsible for any materials or equipment left in the room. The Library cannot store items for groups using a room.

- Permission to use the Library's rooms does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the space, or sponsorship of any program or event by the Library.
- An orientation is necessary for any group using the community program room no sooner than one week before the room use.

Permission to use or to continue use of the Library's meeting and community program room may be withheld from groups failing to comply with the Library Room Use policy.

Interpretations of and exceptions to this policy may be made in the best interest of the Library at the discretion of the Library Director.

Please submit this completed application in person to the Patron Services Librarian no less than 30 days before the date of your meeting. If you have questions, please call the Library at (207) 646-8181.

(1993, Revised March 2001, Revised and approved August 11, 2010, May 9, 2018, March 9, 2020)